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27 June 1988

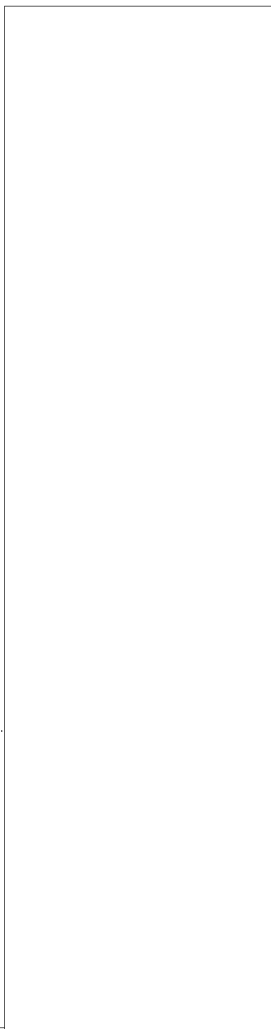
MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT FROM: 
Chairman, ILSP Working Group

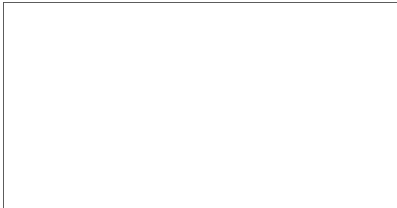
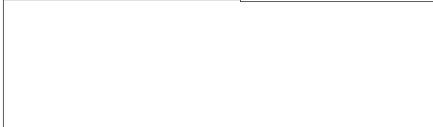
SUBJECT: ILSP Working Group Meeting Minutes - 23 June 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 23 June 1988. The following representatives were present:

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OL/BSB
OL/BSB
O/Compt
DCI Representative
DCI/Admin
DA Alternate
DS&T Alternate
OMS
ILSP
OIT/CED/SI
OS/HSD
OS Representative
DO Representative
OMS/Gym
ILSP
OMS Representative
OEA/Admin
OIT Alternate
OSWR
DI Alternate
OSWR
NESA/Admin
DO Alternate
OIT Representative
OS/Alternate
OEA/Logs



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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved. The estimated completion date of 22 August 1988 for construction for OGC as stated in Attachment 4 of the minutes was confirmed.

43 OL Topics

- STAT
- A. [] briefed the status of the latest ILSP Schedule of Completion Dates. (See Attachment 2) There were no significant changes in the North Tower (NT) schedule since the last meeting. The schedule is now in a sequence of Tower, Floor and Component vice Tower, Component, and Floor, and it is a summary of the detailed schedule produced by the Joint Schedule Forum. There were no changes to the component move schedule. The next move will be the OIT telephone operators who will move into the NHB over the weekend of 24-27 June 1988. OTS will begin its move 5 July 1988.

The South Tower (ST) schedule has dates only for 100% drawings to OIT.

- B. Secure phone allocation which were distributed at the last meeting, were to be returned by Directorate Representatives to the Chairman by the end of the day with changes and/or confirmation of the projected numbers. A summary of the secure phone allocations will be prepared for use by the DDA.

- STAT
- C. [] briefed the status of the NHB Fit-up and Survey Work (Attachment 3). The completion date for design drawings for AF of 8 July 1988 was revised to 2 August 1988.

- STAT
- D. [] briefed the status of Carpet, Partitions and Furniture (Attachment 4). There were no significant changes to the schedule. Twenty-six (26) truck loads of furniture have been received to date and we now have on hand the furniture needed for all the NT moves.

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SUBJECT: ILSP Working Group Meeting Minutes - 9 June 1988

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- E. [] said that OIR might not be able to use the Atrium for an OIR Reading Room unless it could be allocated 1000 square feet of space.

F. OL Issues/Concerns

There were no new OL issues or concerns.

5. OIT Topics

- A. PBX and Wang wiring in the NT has been completed through November requirements. Special wiring is on schedule.
- B. Alarm wiring for both the North and South Towers will be completed this week.
- C. The next computer relocation is the SAFE system scheduled for the Labor Day weekend. The move is similar in scope to the [] Center move; however, there will not be as many tapes to move.
- D. [] provided a [] Center move "Post Mortem" (Attachment 5). The move was accomplished successfully over the three day Memorial Day weekend. The move was extremely well organized and, according to IBM, was the largest move on record.
- E. The Telephone Operator relocation to NHB will not cause any downtime.
- F. Work is continuing to provide phone service to the 4th floor main entrance in the NHB by 5 July 1988.
- G. There were no new OIT issues/concerns.

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6. OS Topics

- A. Nothing new was briefed on the status of alarm work in the NHB.
- B. Nothing new was reported on the status of safes in the NHB.
- C. OS Issues/Concerns
 - 1). OS expressed concern that there are no PASS machines, no phones, and no security counter in the 4th floor main entrance of the NHB. Temporary phones will be provided by 5 July and the counter will be installed by week end. The PASS machines will be operating in early July. In the interim, OS will instruct SPO's to visually inspect badges at the NHB main entrance.
 - 2). OS will require approximately \$50K for Perimeter Alarms. The Perimeter Alarms are not a showstopper for any of the scheduled moves.
 - 3). A reminder was made that standard vault access lists are required by OS two weeks prior to a component's scheduled move.
 - 4). Combination locks will be set and alarms action activated on the day of a component's move.

7. OMS Topics

- A. [] briefed on the OMS Fitness Center in the NHB. The new gym will have testing facilities that will provide fitness evaluations, stress tests, and electrocardiographs. It will also have an open exercise area that will have 17 Nautilus machines and other specialized exercise equipment including 5-Lifecycles, 4-Treadmills, 1-Upper Body Ergometer, 4-Life Rowers, and 2-Nordic Tracks.
- B. [] briefed on safety features of the NHB. The topics he covered included the following:
 - 1). Fire Alarm System Evacuation Procedures - all fire alarms are linked to a central Honeywell computer system in the OHB and are monitored continuously.

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- 2). Automatic Sprinklers and Fire Pumps are operational.
- 3). Water Supply and the distribution system for the HQ Compound are operational.
- 4). Emergency Egress and Vault Spaces - when possible, vaults should have secondary exits. When the secondary exit leads to another vaulted area, the exit will be alarmed but not bolted.
- 5). Health Concerns - tight Building - tests on new materials, tests for Radon, and tests of TEMPEST equipment have all indicated that no health problems exist and all test readings are within acceptable levels.

C. OMS Issues/Concerns

- 1). OL restated that OTS chemicals would not be moved into the NHB without OMS Safety Approval. OMS replied that the decision to move OTS into the NHB was made a long time ago and that OTS chemicals should meet the established OSHA and EPA standards.
- 2). The air exchange capabilities of the NHB will meet established air exchange standards.

8. General Issues or Concerns

- A. Personnel Emergency Locator lists should be updated for components moving into the NHB.
- B. Telephone numbers will change for everyone moving into the NHB.
- C. Non-secure telephone calls between the OHB and NHB will require a 9 + seven digits. Use of the secure phones should be encouraged.

9. Action Item Review

No open action items were reviewed.

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10. New Action Items

There were no new Action Items.

11. OIR will present a briefing at the 7 July 1988 meeting.

12. The next ILSP WG meeting is scheduled for 7 July 1988 at 1000 in 3E14 HQs.

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ILSP WORKING GROUP
AGENDA
23 JUNE 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

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- Overview of ILSP Schedule

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- Phone Allocations

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- Status of NHB Fit-up Work

- Status of NHB Survey Work

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- Carpet, Partition & Furniture Progress Report

- Issues/Concerns?

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- Use of Atrium Area for OIR Reading Library

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- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB

- Status of Alarm Wiring

- Status of Computer Systems relocation

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- move Post Mortem (10 minutes)

- Issues/Concerns?

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- OS TOPICS
 - Status of Alarm work in NHB
 - Safes in the NHB - Anything New?
 - Issues/Concerns?

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- OMS TOPICS
 - OMS NHB Briefing (20 minutes)
 - Issues/Concerns?
- GENERAL ISSUES OR CONCERNS?
 - DA
 - O/DCI
 - DI
 - DO
 - DS&T
- ACTION ITEM REVIEW
- REMINDER
 - Vault Access Lists to OS
- NEXT MEETING: 7 July 1988, 10:00 3E14 HQS